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SR CD

29 June 1965

MEMORANDUM FOR: Chief, Security Records Division
FROM : C/RSB/SRD
SUBJECT : Retired Records Project

1. Subject project, which began on 1 March 1965 and was completed on 7 June 1965, was undertaken with six objectives in mind:

- a. To assemble a single, accurate, and simple operative system for the control of retired Office of Security files;
- b. To review all the files previously retired and extract from each file such pertinent information which would accurately identify the subject of the retired file;
- c. To eliminate several time-consuming and costly procedures inherent in the old system;
- d. To reduce the amount of space occupied by SRD retired material [REDACTED];
- e. To automate the entire SRD Records Retirement Program.

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2. The completion of the project has resulted in a large saving of time and space while substantially increasing the effectiveness and efficiency of our entire Records Retirement Program. The following accomplishments have resulted:

- a. Assembled, in numerical sequence, a complete listing of an estimated 75,000 files retired by SRD since the inception of the Records Retirement Program in 1960 up to the present time. It is an accurate and simple operative research tool. In addition, we extracted from each file, on a file-by-file review, the subject's name and date of birth,

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along with the job number and box number indicating the files location at the Records Center. We, therefore, have realized the capability to determine in one operation whether or not a file has been retired, whether it is identical, and where it is maintained at the Records Center;

b. Eliminated the assorted notebooks that contained previous retirement information. These consisted of four books of disorderly recordings of retired files; they were inaccurate and created a great deal of confusion and lost research time and effort;

c. Disposed of a collection of approximately 40,000 3x5 reference cards relating to retired files, including the abolishment of the preparation of any future cards. The preparation, filing, maintenance, and workings of this collection was costly in time and space;

d. Eliminated the procedure of placing in individual preprinted manila-type envelopes each file being retired to the Records Center. This was an expensive and time-consuming operation. The preprinted envelopes were costly; the clerical time spent in the preparation, notation, and sealing of each file in a separate envelope was time-consuming and costly as was the amount of space lost in the storage of enveloped material, 4 inches out of every 12;

e. Eliminated the preparation and maintenance of shelf listings. These lists, prepared in triplicate, consisted of a list, file number only, of those files stored in each box at the Records Center. The 1,467 listings had to be filed, maintained, and updated as various transactions took place. Its elimination realizes additional time, space, and material savings;

f. Eliminated the necessity to recall files from the Records Center in order to file incoming correspondence. Voluminous amounts of correspondence

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dating back to 1960 were filed in the respective dossiers during the recent review of the files. In addition, and as a result of the elimination of this backlog, the Records Center has agreed to interfile future correspondence provided it is forwarded on a daily basis and not allowed to accumulate;

g. Eliminated the flexowriter operation as part of the Records Retirement system. Due to the many varied retirement procedures over the past and the lack of adequate information on the finished tapes, these tapes could not be utilized. Accordingly, the tapes have been destroyed and the flexowriter turned in to Logistics. Here again, we have realized savings in time and space by eliminating the necessity to prepare, tag, seal, and maintain these tapes, material, and equipment;

h. As a result of the varied time savings achieved and the simplification of our new retirement system, we now have the capability to double our file retirement efforts. This will assure the removal of inactive files to low-cost storage space while acquiring the costly but needed Headquarters filing space for future expansion;

i. Probably one of the outstanding accomplishments of this project, and one that in itself justifies the project, was the amount of vital space returned to the Records Center for future use as a result of the removal of envelopes and the better integration and organized packing of the files in their respective containers by personnel of the SRD Files Section. In this area, retired SRD material was previously occupying 1,467 linear feet of space at the Records Center. Following the SRD review, organization, integration, and removal of envelopes, this figure was reduced to 831 linear feet. This indeed was an accomplishment when you consider that our reductions in space at the Records Center would amount to files stacked one on top of another to a height that would extend 81 feet higher than the Washington Monument;

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j. We have completely automated our File Retirement Program. All of the approximately 75,000 files previously retired to the Records Center were reviewed, and the subject's name, file number, type case, date of birth, job number and box number were listed. The lists were then keypunched, verified, and placed on tape. Machine listings were printed out and now serve as our centralized files retired reference tool. Procedures were established to assure the updating of our listings, the elimination of reactivations and/or necessary corrections via machine methods. Today, a file is retired by the punching of an IBM card and reactivated in the same manner. Accordingly, we have an expeditious, accurate, and efficient, yet simplified Records Retirement Program.

3. In conclusion, we have accomplished and surpassed the original objectives of this project. We believe we have the first completely automated Records Retirement Program in the Agency. In addition, we have the capability to further simplify the program by introducing our retirement information into our main index upon completion of that automation project, thus making all the retirement information available in the initial search. The project was in all respects successful, and I would take this opportunity to commend the Chief, Deputy Chief, and personnel of the Records Center without whose cooperation the project could never have been accomplished. Their efforts in the control, pulling and shipping of the original 1,467 boxes of files, and the refileing of the returned 831 boxes, without any interruption in the servicing of our various other requests is deserving of our appreciation and admiration for a gigantic undertaking that was in all respects "well-done."



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Project Statistics

<u>Year</u>	<u>Job Number</u>	<u>Boxes Received</u>	<u>Boxes Returned</u>	<u>Space Gain (Ft.)</u>
60	463	11	7	4
60	552	7	4	3
60	698	8	5	3
60	824	9	6	3
60	857	17	12	5
61	2	33	24	9
61	62	59	39	20
61	160	39	24	15
61	211	22	11	11
61	294	24	14	10
61	335	22	14	8
61	388	12	7	5
61	622	13	9	4
61	714	7	5	2
61	801	10	6	4
61	911	4	3	1
62	12	26	17	9
62	99	32	21	11
62	233	29	18	11
62	416	7	4	3
62	481	14	9	5
62	1045	31	20	11
62	1091	17	12	5
62	1221	35	23	12
62	1264	34	23	11
63	12	14	7	7
63	67	30	15	15
63	110	47	21	26
63	179	12	5	7
63	238	31	13	18
63	298	46	25	21
63	351	31	17	14
63	443	32	15	17
63	500	61	32	29
63	574	85	37	48
63	645	65	41	24
63	722	72	38	34
64	27	33	16	17
64	106	14	5	9
64	163	26	8	18
64	224	41	22	19

<u>Year</u>	<u>Job Number</u>	<u>Boxes Received</u>	<u>Boxes Returned</u>	<u>Space Gain (Ft.)</u>
64	301	33	22	11
64	342	41	24	17
64	426	44	24	20
64	489	42	23	19
64	559	32	17	15
64	612	22	11	11
64	697	14	7	7
64	759	17	12	5
65	48	18	10	8
65	137	7	5	2
65	173	6	3	3
65	244	5	3	2
65	301	7	4	3
65	392	17	12	5
	Totals	1467	831	636